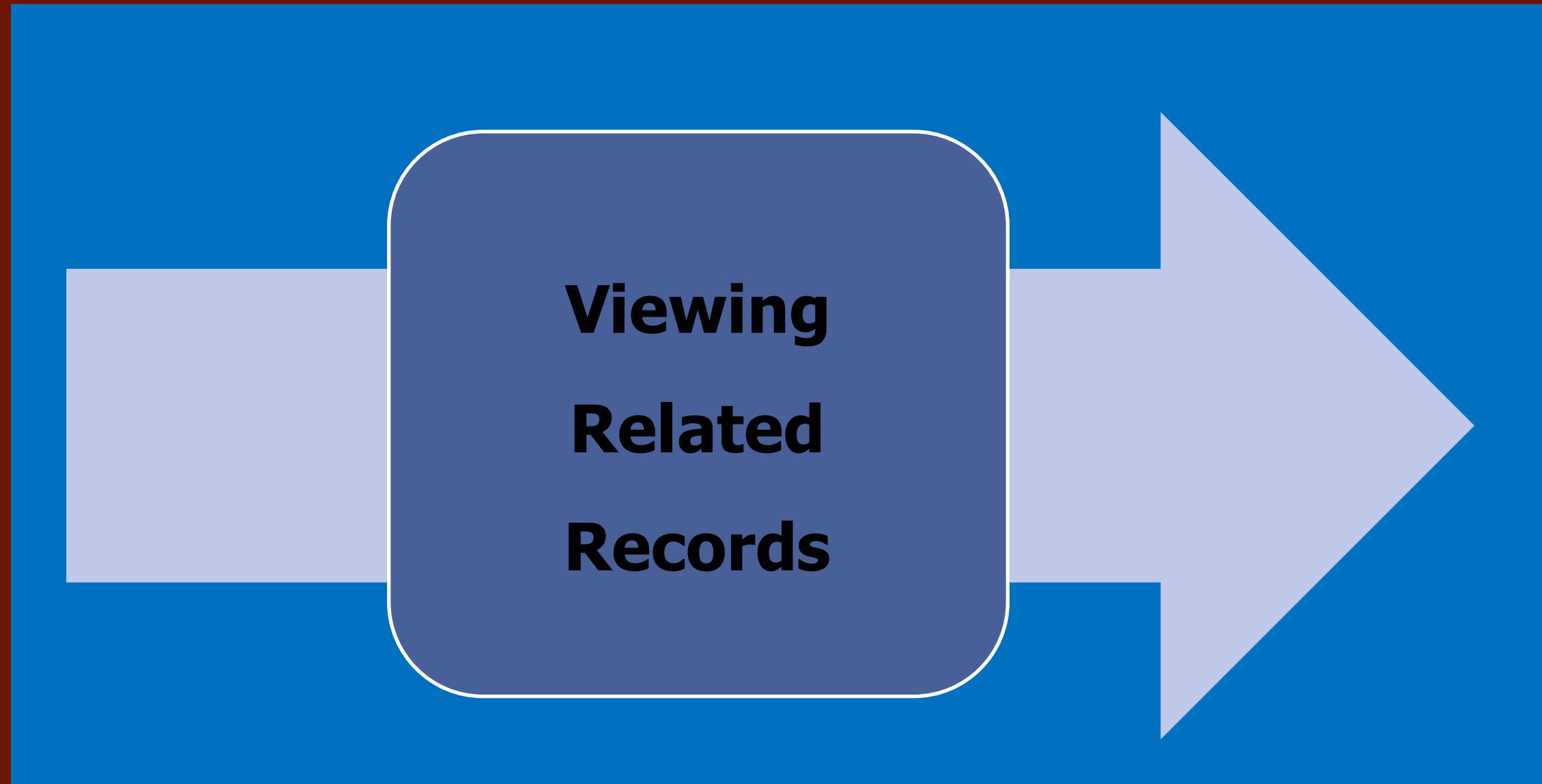


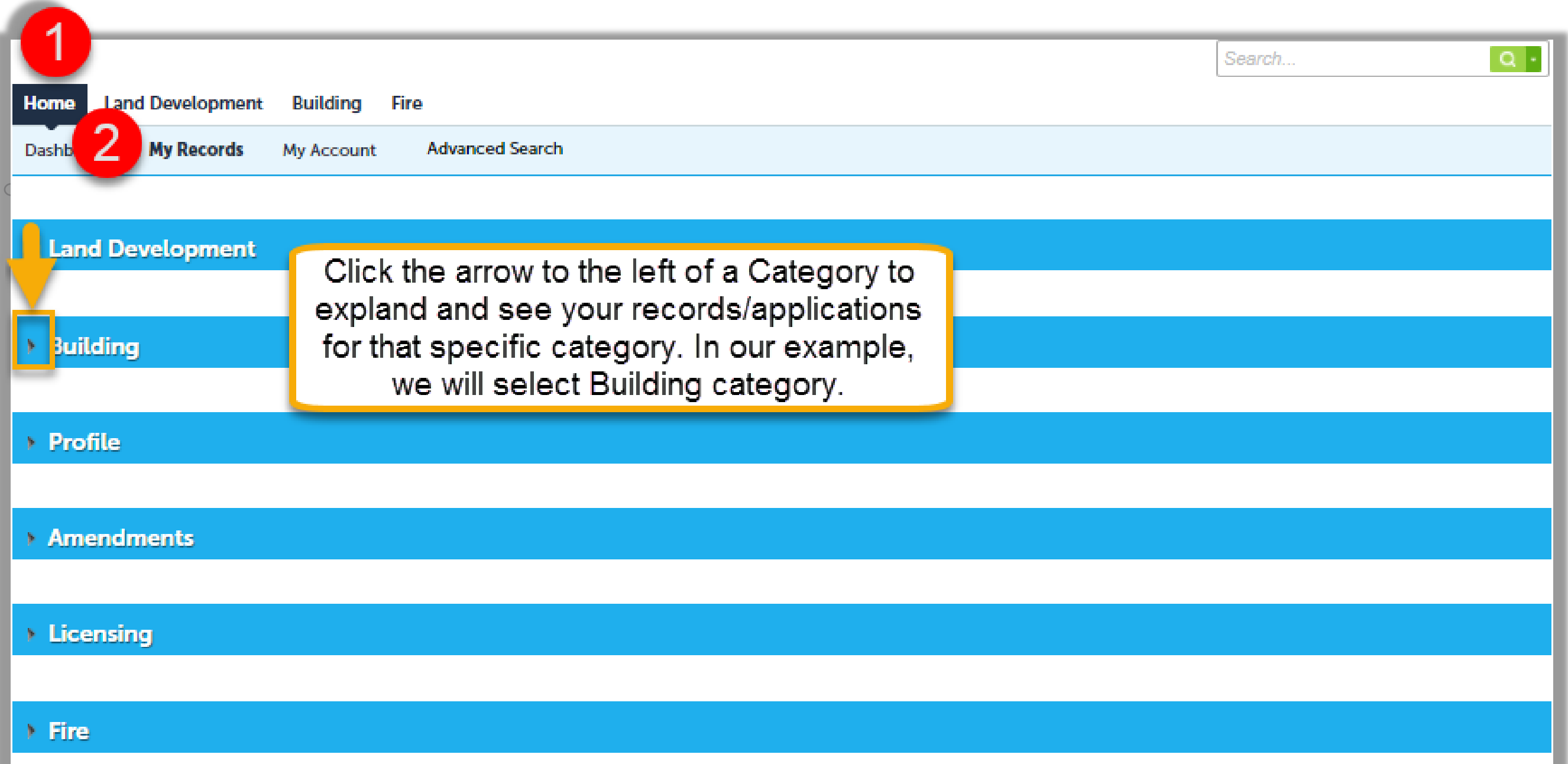
The recommended browser is Google Chrome.



Related records share common parts, in other words, they are related, or associated, to each other. When a customer creates an Amendment to one of their already-created records, for example, the amendment becomes the child record to the original (parent) record and the records are now referred to as 'related'.

- ***An amendment is a record-type that is not able to stand on its own.***

Using the Related Records feature in the BuildSA portal is a quick way to view a project's associated records. The Related Records feature saves you time by displaying all associated records in one section.



To view Related Records, after login to your BuildSA account, click the Home tab (#1). Next, click My Records (#2).

Click arrow to the left of a Category to expand the category and view your applications/records/permits.

06/2021

Search...

Home

Land Development

Building

Fire

Dashboard

My Records

My Account

Advanced Search

Land Development

Building

Showing 11-20 of 81 | [Export results](#) | [Add to collection](#) | [Copy Record](#)

| <input type="checkbox"/> | Date | Record Number | Record Type | Description | Project Name | Address | Date | Created by | Status | Action | Short |
|--------------------------|------------|--|-----------------------------------|-------------|---------------|--|------|-------------------------|--------------|--|-------|
| <input type="checkbox"/> | 08/20/2020 | REP-MBR-APP20-35000633 | Minor Building Repair Application | | 13403 MAYPOLE | 13403 MAYPOLE City of San Antonio, TX 78232 | | julius.caesar@gmail.com | Under Review | Pay Fees Due Amendment | |
| <input type="checkbox"/> | 08/12/2020 | SDW-CRB-PMT20-38500084 | Sidewalk-Curb Permit | | | 13402 MAYPOLE City of San Antonio, TX 78232 | | julius.caesar@gmail.com | Active | Amendment | |
| <input type="checkbox"/> | 08/12/2020 | SDW-CRB-APP20-38400207 | Sidewalk-Curb Application | | | 4600 LA CANTERA PKWY City of San Antonio, TX 78256 | | julius.caesar@gmail.com | Closed | Amendment | |
| <input type="checkbox"/> | 08/12/2020 | SDW-CRB-PMT20-38500085 | Sidewalk-Curb Permit | | | LA CANTERA PKWY City of San Antonio, TX 78256 | | julius.caesar@gmail.com | LOC Issued | | |

In our example, we found an application for a Sidewalk and Curb permit and the associated Permit. These two records are 'related'. Let's view the relationship.

Locate the application/record or permit for which you want to view the related record relationship. Click the Record Number to open the record (#1).

Search...

Home Land Development **Building** Fire

Search Applications Create an Application

Record SDW-CRB-APP20-38400207:
Sidewalk-Curb Application
Record Status: **1** Used

2 Record Info Payments Custom Component

Record Details
Processing Status
Related Records
Attachments
Inspections
Valuation Calculator
View Additional Locations>>

activity on this Record, please refresh the page.

Record Details

| | | |
|---|--|-----------------------------|
| Applicant: Individual Julius Caesar Primary Phone: 210-207-0000 patricia.rosas@sanantonio.gov Do not receive Email Notifications: No Mailing | Licensed Professional: Julius Caesar 1901 s alamo san antonio, TX 78204 Primary Phone: 2102070000 City Sidewalk & Curb Contractor SCC-20-00534 | Owner: [Redacted] |
|---|--|-----------------------------|

1901 s alamo
san antonio, TX 78204
United States

More Details

Create Amendment

The Record Details page displays. Click the Record Info drop-down menu arrow (#1). Click Related Records (#2).

Home Land Development **Building** Fire

Search Applications Create an Application

Record SDW-CRB-APP20-38400207:
Sidewalk-Curb Application
Record Status: Closed

Record Info Payments Custom Component

To view any current a

The Related Records section displays. Notice the *related records*, the Application and the Permit, display.

Related Records

View Entire Tree »

| Record Number | Record Type | Project Name | Date | View |
|------------------------|---------------------------|--------------|------------|----------------------|
| SDW-CRB-PMT20-38500085 | Sidewalk-Curb Permit | | 08/12/2020 | View |
| SDW-CRB-APP20-38400207 | Sidewalk-Curb Application | | 08/12/2020 | |

The Related Records section displays (shown). Notice both of the related records (application and permit) display. We are viewing the application, click View (#1) to access the Permit information (#1).

Record SDW-CRB-PMT20-38500085:
Sidewalk-Curb Permit
Record Status: LOC Issued

Notice we are now in the Permit record. The Record Details page for the *Permit* displays.

Record Info 1 Payments Custom C

Record Details
Processing Status
2 Related Records
Attachments
Inspections
Valuation Calculator


activity on this Record, please refresh the page.

Location

LA CANTERA PKWY, 78256

[View Additional Locations>>](#)

Record Details

| | | |
|---|--|--|
| Applicant: Individual Julius Caesar Primary Phone:210-207-0000 patricia.rosas@sanantonio.gov Do not receive Email Notifications: No | Licensed Professional: Julius Caesar 1901 s alamo san antonio, TX, 78204 Primary Phone:2102070000 City Sidewalk & Curb Contractor SCC-20-00534 | Owner:  |
|---|--|--|

san antonio, TX, 78204
United States

[More Details](#)

We are now viewing the Record Details page of the Permit record (shown). To return to the Application record, click Record Info (#1), click Related Records (#2). In other words, you are able to toggle between records.

Using the Related Records tab is a quick way to view associated records.

**With questions about the Related Records feature, please contact the Development Services Department Customer Call Center
(210) 207-1111, M-F, 7:45am to 4:30pm.**

You may also email the [Customer Call Center](#)

This concludes Viewing Related Records.

